

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES  
BOARD MEETING MINUTES  
December 12, 2017**

<b>Present:</b>	Chairman:	Mr. Harry Ovitt
	Vice Chairman:	Mr. Wes Willhoit
	Commissioners:	Mr. Tracey Hockett
		Mr. Earl Ward
		Mr. David Anderson
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Staff:	Liz Lopez Byrnes
		Ms. Betian Webb
	Recorder:	Ms. Jessica Aguilar
	Guest:	Mr. Bob Fonarow
	Absent:	Ms. Beatriz Espinoza
		Ms. Amanda
		Mansfield

Meeting called to order by Mr. Harry Ovitt at 11:02 AM.

1. **Public Comment:** None
2. **City Liaison Report:** None
3. **Consent Agenda:** Mr. Willhoit motioned to approve consent items, Mr. Anderson seconded, the motion passed.
  - a. **Approval of November 14, 2017 minutes**
  - b. **Financials:** Mr. Weickert and Mr. Cooke reported that Old Oak Park tenant income is going down in preparation of demolition. On November 23, 2017, Phase 3 closed escrow and PRHA got reimbursed for relocation fees for work completed, lost rental income and development fees. Mr. Weickert prepared a Balance Sheet to show how different accounts were replenished by the closing of Phase 3. This balance sheet was handed out to board members as some members didn't receive the electronic version with other board documents. Mr. Cooke stated that over \$900,000 went back into the checking account for PRHA. Mr. Weickert reviewed the rest of the financials. He told the board if they have any other questions in the following days, they are encouraged to make contact with him for a response.

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**4. Director's Summary Report:**

**a. Summary Report:**

**Old Oak Park:** Mr. Cooke reported that OOP has come to an end of an era. The abatement process and demolishing has started already. Phase 4 will be demolished as well. The construction process will take an estimated 16 months to complete. Next month, OOP will not appear on the DASH report.

**Oak Park 1 & 2:** Mr. Cooke reported currently there are 4 vacancies in both properties which 3 units are project based voucher units provided by the Housing Authority of San Luis Obispo. Currently HASLO has not been providing tenant prospects from their wait list in a timely manner. We have communicated with HASLO to come up with a more efficient process to get us new tenants faster. There was discussion about this and board members are concerned that this is effecting our our vacancy rate/loss negatively. PRHA office staff is actively working to fill these vacancies. Mr. Anderson noted that on DASH report under OP1-Occupied Units, it should say 77, not 79. Mr. Cooke provided a reminder that with OP1 & OP2, are owned by separate entities, we are just the property managers and they aren't reflected on our financials.

**Oak Park 3 & 4 Memorandum:** Mr. Cooke stated that OP3 was discussed in OOP. Re: OP4, Mr. Warren Frace, Community Development Director from City suggested we go back to City Council before the Planning Commission in January 2018 to ask for a deferred loan. The deadline to submit the Tax Credit Application is February 28, 2018.

**Resident Services:** Defer to AHPR Board Meeting following.

**Side Note:** A handout from Bob Fonarow was circulated regarding an article from the Rotary Club Paso Oak Leaf regarding a presentation by Mr. Cooke. Mr. Ovitt spoke about the article and Mr. Fonarow did a recap of his presentation. Mr. Ovitt, Mr. Anderson and Mr. Fonarow are all 3 members of the Rotary Club. Mr. Fonarow reported that the Rotary Club meets offsite and possibly could meet here in the future.

**5. Old Business: None**

**6. New Business:**

Draft Audit-Mr. Cooke reported that Bowman, CPA recently came on site for an audit. Their findings and recommendations were minimal and overall a good report in favor of PRHA. Mr. Weickert made 2 changes regarding CALPERS side of funding on Income

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Statement and will need to be corrected with minor changes and this will be handed out at the next board meeting.

Also, Mr. Cooke advised the board that AHPR will need to be audited next year.

7. **Adjourn to AHPR Board Meeting:** Mr. Ovitt adjourned the meeting at 11:55 AM to the AHPR Board meeting.
- a. The next scheduled meeting is January 16, 2018 at 5:30 PM in the Oak Park Community, Oak Room.

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_

Date \_\_\_\_\_